

City of Thorold

Executive Assistant, Public Works & Community Services (Non-Union)

Department... Public Works & Community Services	Reports to... Director of Public Works & Community Services
Pay Grid Level..... 4	Hours of Work..... 35
Position Family Support	

Job Summary

Reporting to the Director of Public Works & Community Services, the Executive Assistant, Public Works & Community Services is responsible for providing confidential administrative support to the Director as well as the Engineering, Public Works and Community Services Managers. This position has a variety of responsibilities in support of the Public Works & Community Services Department.

Qualifications

	Minimum Requirements
Education	<ul style="list-style-type: none"> • College Diploma or University Degree in Business Administration, Public Administration or a related field • AMCT designation, an asset
Experience	<ul style="list-style-type: none"> • Minimum of five (5) years of progressive experience working in a senior administrative support role preferably within a public or municipal environment • Minimum of 2 years' experience in bookkeeping and financial management
Qualifications, Supplementary Knowledge, Certifications or Designations	<ul style="list-style-type: none"> • Proficiency in MS office applications (Word, Excel, Power Point, Outlook etc) • Demonstrated excellent communication and customer service skills • Ability to prioritize tasks and work independently • Ability to work under pressure and meet deadlines • Strong time-management and organizational skills with a keen sense for accuracy and attention to detail • Ability to maintain confidentiality and security of confidential information is essential • Knowledge of Tendering/Requests for proposals/Quotes processes

Supervision

of Direct Reports

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Duties & Responsibilities

Department Administration

- Type and follow through with all correspondences, agendas and reports for the Director and Managers
- Prepare reports and By-Laws for Council
- Attend various staff meetings to record and prepare minutes
- Type confidential correspondence, reports manuals and documents etc which may involve personnel, litigation, insurance matters and other confidential Corporate issues
- Arrange and coordinate meetings for the Public Works and Community Services Advisory Committees
- Manage grant applications on behalf of Department including reporting and coordination with Finance and Clerks Department
- Arrange and coordinate public meetings related to Public Works and Community Services issues
- Review and record all incoming and outgoing correspondences
- Coordinate all inquiries, complaints and messages for action by appropriate staff member
- Record and file for permanent keeping, all correspondences and documents of the Public Works and Community Services Department
- Issue communications with Mayor and Council on behalf of the Director
- Prepare contract documents, agreements for City Capital projects and maintenance contracts
- Prepare monthly summaries of the expenditures for all Capital projects for review by the Project Managers
- Responsible for all tender monies received, tender deposit returns, letters of credit etc related to Capital projects
- Responsible to report on the financial details for all Capital projects
- Ensure accuracy when processing all payments for Capital projects
- Supervise the tendering process to ensure the procurement policy is followed correctly
- Assist all Project Managers with the administrative and financial needs of all Capital projects
- Assist in the development of standard operating procedures related to financial reporting, project management, information and control and asset management
- Coordinate Corporate training initiatives on behalf of the Department
- Update and maintain the City of Thorold webpage for the Public Works and Community Services Department
- Ensure that all web communications, advertisements and notifications are processed appropriately
- Coordinate the collection and submission of FOI requests on behalf of the Department
- Manage the department needs relating to all office supplies and equipment
- Coordinate Capital Budget for department, and provide updates to Finance
- Analyze payment certificates for accuracy and is within budget
- Perform other duties as assigned by the Director and/or other staff in the Department

JOB DESCRIPTION

People Leadership

- Ensure adherence to collective agreement, corporate policies, Occupational Health and Safety Act, the Corporation's Health and Safety Policy and all other relevant legislation
- Investigate, develop and implement process improvements

Working Conditions

- Mental and visual concentration is required with frequent interruptions
- Position requires ability to manage multiple priorities, quickly respond to changing priorities
- Must be able to deal effectively with the public and management staff

Approvals

	Name	Signature	Date
Director	Geoff Holman	<i>Geoff Holman</i>	March 7, 2024
Chief Administrative Officer	Manoj Dilwaria	<i>Manoj Dilwaria</i>	March 7, 2024

IMPORTANT NOTE

The statement above reflects the principal functions and duties as required for proper evaluation of the job. Other related duties can only be considered part of the job if they directly relate to the primary function contained herein.

Updated: May 2021 (title formerly: Administrative Assistant to Public Works & Community Services) Revised: March 2024

	Name	Signature	Date
Incumbent			